

1 October 1957

MEMORANDUM FOR: Director of D and P

SUBJECT : Draft Agenda for Suppliers' Meeting
Returned Herewith

I think this is in excellent shape but offer the following quick comments:

1. I would omit the section headed "Representation" from the final form of the agenda.
2. I would single-space the subheads under each capital letter in order to avoid the impression of an overlengthy agenda. For the same reason I would try to shorten the subheads to a single line wherever possible and add a few notes for my copy. For instance, I believe this would be feasible for item V. H. 1.
3. The items under VI. B. should, I believe, be on the agenda but I am not clear what our policy should be with respect to them. I would ask, therefore, that you give me a brief note with recommendations on these points sometime before the meeting.

S/m
RICHARD M. BISSELL, JR.
Project Director

Attachment
Draft Agenda

RMB:cw